

<p style="text-align: center;">ARIZONA Department of Emergency and Military Affairs</p> <p style="text-align: center;">POLICY LETTER</p>	<p>POLICY LETTER NO. 10.12</p>	
	<p>DATE 7 JUL 99</p>	<p>OPR DEMA/JP-P</p>
<p>SUBJECT: Proprietary Right in Computer Software</p>	<p>REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</p>	

1. The Federal Law provides protection for computer software. The owner of the copyright has the exclusive right to copy or distribute its software. Criminal penalties may be imposed on those who willfully infringe on a software manufacturer's copyright.


2. In order to ensure compliance with the pertinent laws and regulations the following actions are mandatory.

a. The Army and Air Guard, through their respective designated offices, will establish such regulations as necessary to ensure compliance with the law. These regulations will be considered as items of interest on all appropriate inspections and will be included in the corresponding audit cycles. Any discrepancy determined by such an investigation or audit will be reported to the Adjutant General through the Chief Auditor, DEMA-AU.

b. The Resource Manager is the Proprietary Rights Compliance Officer for all state computer software in the Department of Emergency and Military Affairs. Any software purchased through DEMA State Purchasing and Contracting Office will be registered with the State Property Manager's office. Emergency Management software programs will be registered with ADEM-Information Management. Software programs once installed on a particular computer system and registered with DEMA-RM, will not be installed on another system unless a record of transfer is furnished to the State Property Manager's office. The license, manuals, and program diskettes should be maintained on site with the computer. No registered/licensed program will be installed on another computer system that violates the license or copyright. Computer contents will be compared periodically to the register by DEMA-RM. Any discrepancies will be considered a violation and corrected immediately. The Chief Auditor will, through the internal review process, insure compliance with established procedures.

c. All new employee orientations and supervisor seminars will contain instructions regarding these requirements and the employees will receive a copy of this policy.

d. Any violations of this policy will be considered a serious violation and may result in disciplinary action.


 DAVID P. RATACZAK
 Major General, AZ ARNG
 The Adjutant General